

Register to E-File as a Limited Filer

To qualify for an ECF User account as a Limited Filer, you must have an individual PACER account.

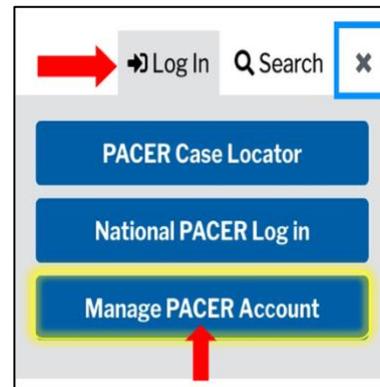
Note: All individuals registering for an ECF account must follow the court's administrative procedures and local rules. The procedures and rules are available for download on the court's website www.mssb.uscourts.gov.

Registration Instructions

1. Login PACER at www.pacer.uscourts.gov and click **MENU**



2. Click **Log In** then, **Manage PACER Account**



3. Login with your individual PACER account username and password.

PACER
Public Access To Court Electronic Records

Manage My Account

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login
* Required Information

Username *

Password *

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

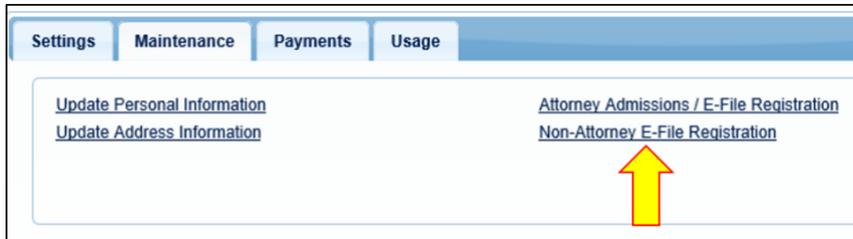
This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

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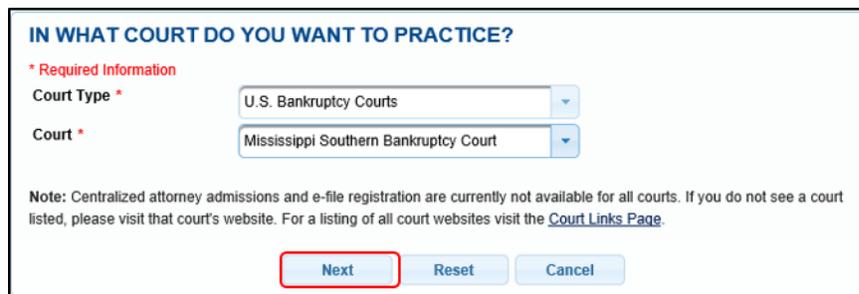
- Click the **Maintenance** tab.



- Select **Non-Attorney E-File Registration**.

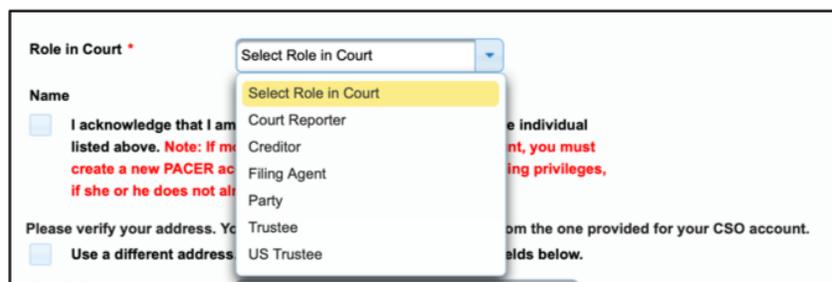


- Select **U.S. Bankruptcy Courts** as the Court Type and **Mississippi Southern Bankruptcy Court** as the Court. Click **Next**.

A screenshot of the "IN WHAT COURT DO YOU WANT TO PRACTICE?" form. The form has two dropdown menus: "Court Type" with "U.S. Bankruptcy Courts" selected, and "Court" with "Mississippi Southern Bankruptcy Court" selected. There are "Next", "Reset", and "Cancel" buttons at the bottom. A red box highlights the "Next" button.

- From the **Role in Court** drop down list, select the appropriate filing role. Complete all the registration fields and click **Next**.

Note: Select **Court Reporter** if you are a transcriber. Select **Party** if you are an auditor or a debtor education provider.

A screenshot of the "Role in Court" dropdown menu. The menu is open, showing options: "Court Reporter", "Creditor", "Filing Agent", "Party", "Trustee", and "US Trustee". The "Court Reporter" option is highlighted in yellow.

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8. The payment information screen displays. You are not required to set default information. Click **Next** when finished or to bypass the screen.

Note: This Court accepts both Credit Card and ACH payments.

Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

VISA

Autobill PACER fees
 E-filing fees default
 Admissions fees default

XXXXXXXXXXXX1111
01/2024
[Redacted]
100 Court Street
Jackson, MS
39201

[Update](#)
[Delete](#)

[Add Credit Card](#)
[Add ACH Payment](#)

[Next](#) [Back](#) [Cancel](#)

9. Non-Attorney E-Filing Terms and Conditions

- a) Review the e-filing terms and conditions and the court's policies and procedures.
- b) Check the first box to acknowledge that you agree to the terms and conditions, and that checking the box constitutes your signature for registration.
- c) Check the second box to acknowledge that you have read and agree to the court's policies and procedure.
- d) Click **Submit**.

E-Filing Terms of Use

NON-ATTORNEY E-FILING TERMS AND CONDITIONS

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed my signature on a paper document being filed or submitted.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court(s) where I have filing privileges. I understand that a non-attorney's filing privileges may be limited to specified transactions, depending on the court.
- I must pay any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and facsimile number. All changes will be made through my judiciary e-filing account.
- I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following personal data identifiers from all documents filed with the court(s) whether filed electronically or in paper, unless otherwise ordered by the court(s): social security numbers and taxpayer identification numbers (the last four digits may be used); birth dates (year of birth may be used); minors' names (initials may be used); and financial account numbers (the last four digits may be used, except redaction does not apply to financial account numbers identifying property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court, are solely responsible for redacting pleadings. See [Fed. R. App. P. 25\(a\)\(5\)](#); [Fed. R. Civ. P. 5.2](#); [Fed. R. Crim. P. 49.1](#); and [Fed. R. Bankr. P.](#)

[Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions](#)

Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *

Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

[Submit](#) [Back](#) [Reset](#) [Cancel](#)

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10. The confirmation page will display. Click **Done** to close the window.



Note: PACER will forward your request to the court. If the court has questions about your registration, the court will contact you by email or phone. After the court processes your registration, PACER will send you an email.

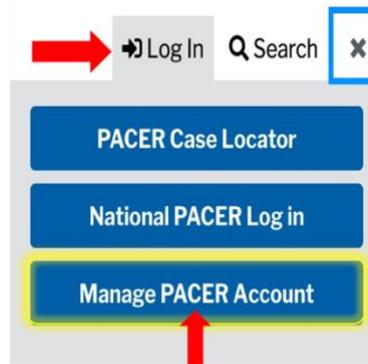
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How to Check Your Registration Status

1. Login your PACER account and click **MENU**.



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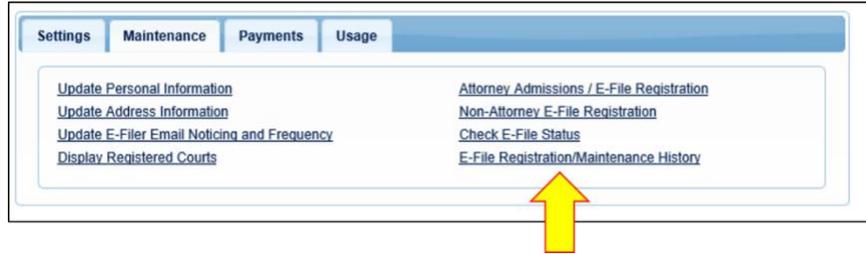
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- Under the **Maintenance** tab click **E-File Registration/Maintenance History**.



- Your e-filing registration report will display. Click **Done** to close the window.

The screenshot shows the 'E-File Registration/Maintenance History' page. At the top, there is a blue header with the title 'E-File Registration/Maintenance History'. Below the header, there is a text box explaining the table: 'The table below provides a listing of your e-file registration and maintenance requests. A "Pending" status indicates the request is pending action by the court. A "Processed" status indicates the request has been processed by the court; it does not indicate that your filing status is "Active" at this court. Review your filing status [here](#).' Below the text is a table with the following data:

Court	Description	Date Submitted	Status
Mississippi Southern Bankruptcy Court (train)	registration	04/23/2020	Unknown

At the bottom of the page, there is a blue button labeled 'Done' which is highlighted with a red box.